

# Wisconsin Department of Regulation & Licensing

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## EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS & LAND SURVEYORS

### ARCHITECT SECTION

#### EQUIVALENT INTERN DEVELOPMENT PROGRAM RECORD OF EXPERIENCE

#### PLEASE TYPE OR PRINT IN INK

Intern Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone (Days) \_\_\_\_\_

This report covers the time period from \_\_\_\_\_ to \_\_\_\_\_ corresponding to engagement #\_\_\_\_\_ on the Experience Record (Form #463) and reflects the number of hours of experience gained during this time period in each of the criteria shown below. This report must be completed, signed, and returned to the Architects Section when you have fulfilled all requirements for credential (license) or applying for the architect examination.

**The intern should show only one employer for each time period reported. Hours from two employers for two different time periods cannot be verified on the same report.**

#### CATEGORY A: Design and Construction Documents

<u>Criteria</u>	<u>Minimum No. Hrs. Required</u>	<u>Hrs. Accrued This Period</u>	<u>Previous Hrs. Accrued</u>	<u>Total Hrs. To Date</u>
1. Programming-Client Contact	80	_____	_____	_____
2. Site & Environment Analysis	80	_____	_____	_____
3. Schematic Design	120	_____	_____	_____
4. Building Cost Analysis	80	_____	_____	_____
5. Code Research	120	_____	_____	_____
6. Design Development	320	_____	_____	_____
7. Construction Documents	1,160	_____	_____	_____
8. Specifications and Materials Research	120	_____	_____	_____
9. Documents Checking and Coordination	120	_____	_____	_____
10. Elective Hours Req'd	<u>600</u>	_____	_____	_____
Minimum Total Hours. Req'd	2,800	_____	_____	_____

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## CATEGORY B: Construction Administration

<u>Criteria</u>	<u>Minimum No. Hrs. Required</u>	<u>Hrs. Accrued This Period</u>	<u>Previous Hrs. Accrued</u>	<u>Total Hrs. To Date</u>
11. Bidding & Contract Negotiation	80	_____	_____	_____
12. Construction Phase-Office	120	_____	_____	_____
13. Construction Phase- Observation	120	_____	_____	_____
14. Elective Hours Req'd	240	_____	_____	_____
Minimum Total Hrs. Req'd	560	_____	_____	_____

## CATEGORY C: Management

<u>Criteria</u>	<u>Minimum No. Hrs. Required</u>	<u>Hrs. Accrued This Period</u>	<u>Previous Hrs. Accrued</u>	<u>Total Hrs. To Date</u>
15. Project Management	120	_____	_____	_____
16. Office Management	80	_____	_____	_____
17. Elective Hours Req'd	80	_____	_____	_____
Minimum Total Hrs. Req'd	280	_____	_____	_____

## CATEGORY D: Related Activities

<u>Criteria</u>	<u>Minimum No. Hrs. Required</u>	<u>Hrs. Accrued This Period</u>	<u>Previous Hrs. Accrued</u>	<u>Total Hrs. To Date</u>
18. Professional and Community Services	80	_____	_____	_____
Minimum Total Hrs. Req'd	80	_____	_____	_____
<b>TOTAL HRS. ACQUIRED</b>		_____	_____	_____

This listing of required minimums in Categories A, B, C, and D totals 3,720 hours. Minimum hourly requirements must be met for each criterion.

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I state that the hours reported for this time period are accurate.

Intern Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Name of Supervisor \_\_\_\_\_  
(print or type name)

Verified by Supervisor's Signature \_\_\_\_\_

Supervisor's License Number \_\_\_\_\_ Date Signed \_\_\_\_\_